



MANAGEMENT COMMITTEE MEMBER ROLE DESCRIPTION

About The Farm

The Community Farm is a not-for-profit organic farm, working a 14-acre rented site beside Chew Valley Lake.

- We grow, and source, organic and climate-friendly food, delivering to veg box and wholesale customers within a 15 mile radius across Bristol, Bath, and Chew Valley.
- We run a communities programme enabling over a thousand people each year to benefit physically and mentally from time on The Farm, for volunteering, learning, and events.
- Our wildlife group ensures hedgerows and field margins are allowed to thrive, with flowers, wild grasses and bird boxes supporting habitats and forage for many species including pollinators.

Our purpose is nurturing relationships through our organic farm. We do this through food-growing that benefits, rather than damages, climate and biodiversity, through connecting people with land and food, and through providing food choices for local people for a planet-friendly food system. Founded by local volunteers in 2010 and influenced by the Transition Towns movement, The Farm is a Community Benefit Society, meaning it exists to serve its community. We take 'community' to mean all webs of life connected with The Farm, from microbes in the soil to birds in the hedgerows, from those growing our crops to those buying our produce and visiting the land.

Who are we looking for?

We need people who are strongly self-motivated and have a deep enthusiasm for food farming and the natural world. We need you to fully support the purpose of the organization, to help continually improve the quality of our work and our produce, and to help develop our collaborative and inclusive ways of working, participating in training when relevant. You need to be able to work with change.

The Farm is an inspiring and friendly place to work, and the enthusiasm of our wonderful volunteers, including the management committee members, keeps everyone motivated. Involvement at The Farm means that you do need to relish The Farm environment. Unfortunately, there is no public transport to The Farm, so you must be able to drive and have access to a car, or be a keen cyclist.

Terms and Conditions

Job type; the role of Management Committee Member is unpaid. Reasonable travel expenses can be reimbursed if required.

Hours; approximately 8 hours per month as a minimum

Location; In-person meetings take place at The Community Farm, Denny Lane, Chew Magna BS40 8SZ. There is the option of joining online if essential. Most subgroup meetings are online. Attendance at occasional seasonal events at The Farm is encouraged.

Main Purpose of the Job

Members of the Management Committee are responsible for overall governance of The Community Farm. This means making sure that systems and processes are in place, and followed or refined, to deliver strategic direction, oversight and supervision, compliance with legal and other duties, and financial viability. Day-to-day operational management of The Farm is carried out by the Senior Staff Team. Your role as management committee ensures that everything about The Farm is moving in a good direction, for the project to thrive and flourish.

Scope for flexibility

If The Farm is an organization you are strongly motivated to work for and aspects of this job description match your skills, knowledge and experience, but other aspects are outside it, then please do get in touch with us directly to discuss working with us, or highlight within your application areas you are less confident with. As a young and rapidly evolving organization, we are used to flexibly evolving our roles and structures, and may be able to flex roles to suit the right people. We are open to job shares.

Position in the Community Farm

Reports to and supported by: Chair of the Management Committee

Line Manages: No line management responsibilities

Main relationships: Senior Staff Team and fellow management committee members

Duties and Responsibilities

This is not an exhaustive list of duties but gives an outline of the roles and responsibilities of this position.

Committee Member Duties

- Being familiar with and abiding by the Rules of The Farm; upholding its purpose and values.
- Being familiar with key Policies and contributing to their development.
- Understanding and helping develop the Strategic Plan.
- Providing advice and support to the Senior Team in delivery of the Strategic Plan, including providing assistance with fundraising.
- Attending MC meetings (currently bimonthly) and reading the papers in advance. If unable to attend, sending apologies and any comments on the papers in advance.
- Contributing constructively to MC business in service of The Farm's best interests

- Being a pro-active member of at least one Subgroup by representing the MC within the Subgroup, attending quarterly or monthly Subgroup meetings and providing liaison with the rest of the MC.
- Providing advice and support to the Managing Director and the Chair as required.
- Attending the AGM and other meetings and events as appropriate.
- Being supportive and constructive in all dealings with Farm staff and volunteers.
- Maintaining clear and timely communication with the Managing Director, Senior Team and the Chair.

Legislative Responsibilities

- Being familiar with and upholding legal duties as a Director of a Limited Company.
- Taking a proactive approach to financial probity, confidentiality, and potential or actual conflicts of interest, in order to meet policy and legal requirements.
- Ensuring policies and practices are in place to create a safe workplace for all staff and visitors.
- Helping meet all Environmental Health, Food Hygiene and Trading Standards regulations.

General Responsibilities

- Acting enthusiastically as an ambassador for the aims and reputation of The Farm.
- Communicating kindly, openly and clearly at all times with colleagues, volunteers and visitors.
- Helping evolve and refine the responsibilities of your role on the management committee in order to avoid gaps or overlaps as governance needs evolve.
- Showing independent initiative and actively fostering a 'can do' culture in support of The Farm.

Inclusivity Statement

The Community Farm recognises that the farming and environmental sectors are amongst the least diverse employment sectors. We aim to be an inclusive employer and organisation. Our approach to hiring is changing as we continue to talk and learn about intersectional privilege and discrimination, and we aspire to support a greater plurality of voices in our organisation as this process continues. We want The Farm to be a fully welcoming and supportive place.

Studies have found that women and BAME candidates do not apply to roles unless they meet 100% of the criteria. We encourage candidates to apply even if they do not meet all the criteria in the person specifications.

Closing date: Notice to stand for election to the committee is required by the beginning of October 2023

Interview Date: There are no formal interviews for this role, instead you will need to attend the 'Finding out about the Farm' drop-in session at the Farm on 27th May 10am-1pm (or on a different date by arrangement), and join at least one management committee meeting in July and/or September

Start date: November 2023 following elections at the Annual General Meeting

Contact: for any questions relating to this application, please contact:

Angela Raffle (Chair) angelaraffle@hotmail.com or

Annabel Wallace (Communications and Events) news@thecommunityfarm.co.uk.

GLOSSARY

Rules: refers to *The Rules of The Community Farm Limited as incorporated under the Co-operative and Community Benefit Societies and Credit Unions Act 1965*

Policies: refers to *The Community Farm's internal company policies*

Subgroup: refers to *working groups representing the key areas of the Farm. Each group is made up of key staff and MC members. Two groups meet monthly, for approximately one hour, the others are quarterly.*